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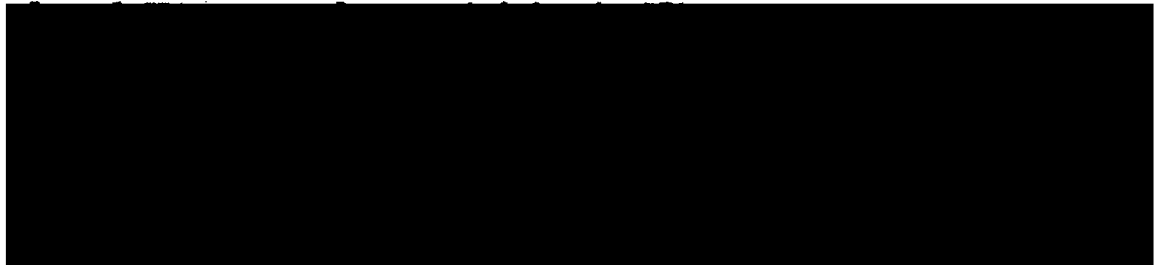
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j. Insofar as requisitions for housekeeping supplies such as nails, lumber and barrier material, for the operation of the warehouse are concerned, these will be handled within the Depot itself by Procurement Division personnel without reference to Headquarters. Such requisitions will be processed as outlined in paragraph 4 below. The provisions of this paragraph do not apply to any type of equipment such as typewriters, calculators, machine tools or vehicles, requisitions for which will be forwarded to Procurement Division, Hdqrs.

4. Procedures for Depot Procurement Personnel:

a. The same standard requisition forms as are used in GSA will be prepared by Depot procurement personnel and forwarded to the appropriate region without classification.

b. Each requisition shall bear the symbol " " ^{25X1C} in lieu of the usual allotment number; this symbol will be identifiable only by



c. The Depot procurement personnel will furnish such copies of requisitions and other papers pertaining thereto as may be required by the Chief of the Depot for his processing purposes.

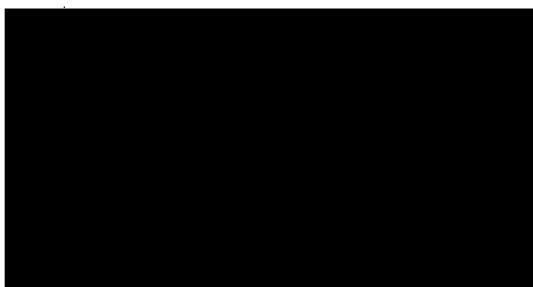
5. The Depot procurement personnel will furnish such reports of their operations as may be prescribed by the Chief, Procurement Division, for review and appropriate action as to compliance with Agency and Government procurement regulations, and for reporting purposes.



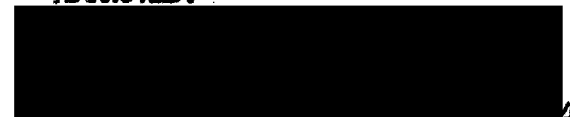
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CONCUR:



APPROVED:



Acting Chief of Logistics

4 May

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